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# TOWN ADMINISTRATOR'S REPORT

October 6, 2020



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

Please visit the [town's webpage devoted to COVID-19 information](#):

- TA Greg Johnson and HR Coordinator Stephanie Duggan, along with consultants NFP, co-hosted a meeting of the Insurance Advisory Committee (IAC) as a regularly scheduled review of the current health care plan costs consideration and in preparation for strategizing for future benefits with the representatives of the town and school employees.
- Representatives of the board members of the CrossTown Connect inter-municipal agreement (IMA) collaborate are considering revisions to the scope of the programming, but are dedicated to preserving the shuttle and dispatch services that serve the participating communities. CrossTown Connect is reportedly running at a deficit upwards of \$70,000, and therefore requires examination to align programming within budget parameters.
- TA Greg Johnson and Finance Director Mike Guzzo attended the recent Finance Committee meeting during which a public hearing was conducted in review of the warrant articles for the Special Town Meeting scheduled for Saturday, October 3, 2020.
- TA Greg Johnson and Director of Public Works/Facilities Director Justin Demarco are considering the request from Sterling Golf Management for the management of the Maynard Golf Course to extend the service contract for another year. Mr. Johnson will request input and participation in negotiations from the Board of Selectmen.
- Town Planner Bill Nemser and Office of Municipal Services (OMS) staff prepared a memorandum to update the Board of Selectmen, Planning Board and public at large of the status of the Powder Mill Corridor Study that is being undertaken in partnership with the Town of Acton and facilitated by the Metropolitan Area Planning Council (MAPC).
- Town Planner Bill Nemser and Office of Municipal Services (OMS) staff prepared a memorandum to update the Board of Selectmen, Planning Board and public at large of the status of the town's Housing Production Plan (HPP) regular updating. The Plan's updates are facilitated by the Metropolitan Area Planning Council (MAPC).

- The Town Administrator's Office and the Office of Municipal Services (OMS) is developing procedures to support the certification of Remote Learning Enrichment Programs (RLEP) in the community. The program allows day care centers and clubs, like the Boys and Girls Club of Assabet Valley (BGCAV) to provide locations for children to conduct their remote learning work outside of the schools and home. Town staff is working with the BGCAV to be prepare for the Club's certification if requested in the future, which is dependent on enrollment, according to the Club.
- Town Hall and non-public safety departments will be closed on Monday, October 12, 2020, in observation of the Columbus Day holiday.
- TA Greg Johnson and Assistant Town Administrator supported the Board of Selectmen's working meeting to draft the Board's goals for Fiscal Year 2021 (July 1, 2020 to June 30, 2021).



## **PUBLIC WORKS:**

- Status of Chapter 90 funded Right of Way Construction planning in FY21:

Per the bid results, the contract for pavement parkings is recommended to be awarded to K-5 Corporation in the amount of \$13,540.

Per the bid results for crack sealing, the contract is recommended to be awarded to Seal Coating, Inc (d/b/a indus).



- Director of Public Works / Facilities Director and Head Custodian Kyle Brainard are working with newly hired Director of Building Operations and the Superintendent's Office to execute their school re-opening plans.
- The Department of Public Works supported the execution of the Special Town Meeting, October 3, 2020, in both planning, set up, day of operations, and disassembly.
- The Department of Public Works supported the outdoor, drive-in movie hosted by the 150<sup>th</sup> Anniversary Steering Committee shown at the parking lot of 111 Powder Mill Road, owned by the Fazheng Group, on October 3, 2020.
- Director of Public Works Justin Demarco hosted preliminary discussions amongst town staff and consultant Doug Gardener regarding the current operational and capital needs of the water and sewer enterprises, and the beginning formulation of recommendations for utilities rates in FY22.
- Construction is complete the replacement and repairs to the oldest portions of the Green Meadow School.

Below is a picture of the roof near the beginning of construction, followed by the project's completion:







## **FIRE DEPARTMENT:**

- We have had 301 emergency requests for services since July 21<sup>st</sup>, 2020. This represents an 18.5% increase in call volume during the same period a year ago. As more buildings become occupied on Digital Way, and with other projects in the community, we expect this number to keep rising.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 207 fire prevention-related activities since July 21<sup>st</sup>, 2020. We have accepted the fire alarm and sprinkler systems at 4 Digital Way and 5 Digital Way. We are working on reviewing plans for 22-24 Main Street.
- We have been working with the schools on their re-opening plan, and walking through the schools to ensure fire safety regulations are still being followed.
- We have had 99 in-house training events since July 21<sup>st</sup>, 2020. We have re-started our EMS training, which will run into March of 2021 for this year.
- We have had 203 maintenance related activities since July 21<sup>st</sup>, 2020. Engine 2 is currently out of service, having multiple small issues addressed.

- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic. We have received a supplemental PPE Grant as part of the Assistance to Firefighters Program.
- Chief Stowers is overseeing the FEMA and CARES Act reimbursements for the community. Paperwork and submittals remain ongoing. The FEMA process is extremely time-consuming, but it will get done.
- Captain Tim Gray retired in August after 27 years of service to Maynard.
- We have started a hiring process to fill vacancies occurring in the next few weeks. We had 57 people apply to the Maynard Fire Department. Better than 50% of the applicants have been moved on to a skills review session scheduled for September 16th, with oral boards taking place on September 23rd and 30<sup>th</sup>.